



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-0301

IN REPLY REFER TO:

LOGCOMO 1420.1  
L13  
22 Dec 03

LOGISTICS COMMAND ORDER 1420.1

From: Commanding General  
To: Distribution List

Subj: MERITORIOUS PROMOTION TO PRIVATE FIRST CLASS THROUGH SERGEANT

Ref: (a) MCO P1400.32C w/CH 1  
(b) MCO P6100.12 w/CH 1

Encl: (1) Criteria for Meritorious Promotion  
(2) Sample Nomination for Meritorious Promotion Letter

1. Situation. Meritorious promotion to the next higher grade will be used to promote highly qualified Marines based on the following criteria: exceptional performance of duty over a sustained period; demonstrated superior leadership potential; and technical competence exceeding that of most contemporaries. The performance should be of the degree that clearly merits promotion over other Marines. Meritorious promotion is not to be used as a substitute to promote Marines who are not advanced through the regular promotion system, nor should it be used to reward an individual for commendatory performance of limited duration. Short-term commendatory performance is to be recognized by other means.

2. Cancellation. MARCORLOGBASESO 1420.3J

3. Mission. To publish procedures, administrative instructions, and establish eligibility criteria for meritorious promotion to the grades of Private First Class through Sergeant for Marines assigned to Marine Corps Logistics Command.

4. Execution

a. The months in which quarterly meritorious promotions may be effected are:

Sergeant	November, February, May, August
Corporal	December, March, June, September
Lance Corporal	December, March, June, September
Private First Class	Monthly

b. Reference (a) authorizes the Commanding General, MARCORLOGCOM to meritoriously promote one (1.0) percent of Lance Corporals to

Corporal, and 25 percent of one percent to Sergeant, quarterly, based upon the onboard strength of Corporals and Lance Corporals.

(1) Compliance with the time in service requirement is mandatory for meritorious promotion to grades of Corporal and Sergeant. The following pertains:

<u>Grade Promoted to</u>	<u>Minimum Time in Service (TIS)</u>
Private First Class	None
Lance Corporal	None
Corporal	6 Months
Sergeant	18 Months

(2) On the first day of each quarter the LOGCOM Adjutant will publish the number of permanent personnel assigned to MARCORLOGCOM in the grades of Lance Corporal and Corporal that may be meritoriously promoted, based on the onboard strength.

(3) If no allocations are available due to the onboard strength, those percentages will be carried over to the next quarter.

c. Per reference (a), paragraph 4105, the Commanding Officers of Blount Island Command, Marine Corps Logistics Base Barstow, and Marine Corps Logistics Base Albany have authority to effect, each fiscal quarter, meritorious promotion to Private First Class and Lance Corporal. Meritorious promotion to Lance Corporal effected under this authority will not exceed three percent of the total number of personnel onboard holding the rank of Private First Class as of the first day of each fiscal quarter.

d. When quarterly allocations dictate, a Meritorious Board will be convened at MARCORLOGCOM to select qualified Marines for meritorious promotion. The Sergeant Major, MARCORLOGCOM, will be the Senior Member of the Board.

e. Eligibility criteria for meritorious promotions are summarized in enclosure (1). The following criteria are also applicable:

(1) Those recommended for meritorious promotion must be within height, weight, and military appearance guidelines as established by reference (b).

(2) For consideration of meritorious promotion to Sergeant, the following criteria applies:

(a) No nonjudicial punishments (NJPs) during current contract.

(b) No courts-martial.

(c) Completion of the following two MCI courses:  
Fundamentals of Marine Corps Leadership and Personal Finance.

(d) Completion of at least one MOS-related off-duty professional development course (MCI, college course, vocational school course, etc.)

(e) Completion of 8000 Series Sergeant Non-Resident Program.

(f) Nominees must have read at least one book from the Marine Corps' reading list during the fiscal year.

(g) Average proficiency and conduct marks in service must be at least 4.5/4.5 respectively.

(h) Nominees must be qualified with T/O weapon.

(i) First class score on the semi-annual physical fitness test (PFT).

(j) Nominees must pass the annual Marine Corps Common Skills (MCCS) Test.

(3) For consideration of meritorious promotion to Corporal, the following criteria applies:

(a) No non-judicial punishments during current contract.

(b) No courts-martial.

(c) Completion of the following two MCI courses:  
Fundamentals of Marine Corps Leadership and Personal Finance.

(d) Completion of at least one MOS-relation off-duty professional development course (i.e. MCI, college course, vocational school course, etc.).

(e) Must have read at least one book from the Marine Corps Reading List during the fiscal year.

(f) Must be qualified with T/O weapon.

(g) Average proficiency and conduct marks in service must be at least 4.3/4.3 respectively.

(h) First class score on the semi-annual physical fitness test (PFT).

(i) Nominees must pass the annual Marine Corps Common Skills (MCCS) Test.

(4) For consideration of meritorious promotion to Lance Corporal and Private First Class, the following criteria applies:

(a) No non-judicial punishments during current contract.

(b) No courts-martial.

(c) Enrolled in one of the following two MCI courses:  
Fundamentals of Marine Corps Leadership and Personal Finance.

(d) Must have read at least one book from the Marine Corps Reading List during the fiscal year. Privates are required to identify a selection from the Reading List. The Command will follow-up, as necessary, to ensure completion.

(e) Must be qualified with T/O weapon.

(f) Average proficiency and conduct marks in grade and in service must be at least 4.2/4.2 respectively.

(g) First class score on the semi-annual physical fitness test (PFT).

(h) Nominees must pass the annual Marine Corps Common Skills (MCCS) Test.

##### 5. Administration and Logistics

a. Recommendations meeting the criteria in enclosure (1) and paragraph 4e above for meritorious promotion to Sergeant must arrive at this Headquarters not later than the 20<sup>th</sup> of the month preceding the promotion date.

b. Subordinate units within MARCORLOGCOM will submit recommendations for meritorious promotion via the chain of command to the Commanding General MARCORLOGCOM.

c. Meritorious promotion recommendations will be submitted by official correspondence as shown in enclosure (2) and will include the following:

(1) Completion of items 1(a) through 1(n) listed in enclosure (2).

(2) A qualitative and quantitative narrative recommendation. Such narrative should include statements concerning leadership qualities, civic activities, any extraordinary military experiences, and any pertinent military or civilian education or professional military education (PME) completed. The narrative statement will be paragraph 2 of enclosure (2).

(3) Certification that all data in enclosure (2) has been verified through Marine Corps Total Force System (MCTFS) and that the Marine meets the eligibility criteria as defined in enclosure (1) and paragraph 4 of this Order.

(4) Certified true copies of the following documents will be submitted as part of the nomination letter in the following order:

- (a) BTR
- (b) ROS
- (c) BIR
- (d) Education
- (e) Record of completed MCI courses
- (f) Pages 3, 11, 13 of Service Record Book
- (g) Official Photo (Sergeants only)

d. The LOGCOM Meritorious Promotion Screening Board will be scheduled by the Sergeant Major of MARCORLOGCOM in order to allow subordinate units time to submit promotion recommendations before the deadlines established by this Order.

6. Command and Signal

a. Command. This order is applicable to Marine Corps Logistics Command.

b. Signal. This Order is effective the date signed.

H. MASHBURN, JR.

DISTRIBUTION: A

LOGCOMO 1420.1  
12 Dec 03

CRITERIA FOR MERITORIOUS PROMOTIONS

REQUIREMENT	TO SGT	TO CPL	TO LCPL	TO PFC
Meet Ht/Wt Military Appearance	Yes	Yes	Yes	Yes
1 <sup>st</sup> Class PFT	Yes	Yes	Yes	Yes
Qualify w/ T/O weapon	Yes	Yes	Yes	Yes
Pass MCCA Test	Yes	Yes	Yes	Yes
Min Pro/Con Marks	4.5/4.5	4.3/4.3	4.2/4.2	4.2/4.2
Completed Fundamentals Of MC Leadership And Personal Finance	Yes	Yes	Enrolled	Enrolled
Completion of MOS Related Course	Yes	Yes	Enrolled	Enrolled
Completion of 8000 Series MCI	Yes	No	No	No
Read one book from MC Reading List	Yes	Yes	Yes	Identify a book to read

Nominees with a court-martial on their record or an NJP during their current contract will NOT be considered.

ENCLOSURE (1)

SAMPLE NOMINATION LETTER

From: Commanding Officer  
To: Commanding General, Marine Corps Logistics Command  
Subj: NOMINATION FOR MERITORIOUS TO THE RANK OF SERGEANT CASE OF  
CORPORAL M. D. MANN 123 45 6789/3043 USMC  
Ref: (a) MARCORLOGCOMO 1420.1

Encl: (1) Certified True Copy of BTR  
(2) Certified True Copy of ROS  
(3) Certified True Copy of Education Page  
(4) Certified True Copy of MCI Page  
(5) Certified True Copy of SRB Pages 3, 11, 13  
(6) Official Photo (Sgt's Only)

1. I nominate (RANK, NAME, SSN, MOS) for meritorious promotion to the rank of Sergeant. The following information is submitted:

- a. Height/Weight: \_\_\_\_\_
- b. Date of Last PFT \_\_\_\_\_ Score: \_\_\_\_\_ Class: \_\_\_\_\_
- c. Rifle/Pistol Score: \_\_\_\_\_
- d. MCCS Test Score: \_\_\_\_\_
- e. Average Proficiency Marks (in service): \_\_\_\_\_
- f. Average Conduct Marks (in service): \_\_\_\_\_
- g. Time in Grade (months): \_\_\_\_\_
- h. Time in Service (months): \_\_\_\_\_
- i. 8000 Series Completion Date: \_\_\_\_\_
- j. Fundamentals of Marine Corps Leadership Completion Date: \_\_\_\_\_
- k. Personal Finance Completion Date: \_\_\_\_\_
- l. MOS-Related Off-duty Course/Completion Date: \_\_\_\_\_
- m. Awards/Commendations: \_\_\_\_\_
- n. Title and Date of Professional Reading: \_\_\_\_\_

2. Brief narrative of the Marine's performance. See paragraph 4(c) (2) of this order for guidelines.

3. I certify that all data has been verified and SNM meets the criteria set forth in the reference.

I. M. DACOMMANDER

ENCLOSURE (2)

LOGCOMO 1420.1  
12 Dec 03